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BOBBIE HOLSCLAW

CLERK

BY: MERISSA SHELBURNE

INDEXING CLERK

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**St. Matthews Fire Protection District
Board of Trustees
March 9, 2023**

A meeting of the St. Matthews Fire Protection District Board of Trustees took place on March 9, 2023, at the district's headquarters: 240 Sears Avenue, Louisville KY 40207.

Board members present were Chairman Rick Tonini, Secretary Kathy Wrigley, Treasurer Nick Heilmann, Trustee Mike Abell, Trustee Christine Kesler, and Trustee Chris Mooser.

Also present were Chief Nicholas Clark, Assistant Chief Stuart Monohan, Assistant Chief Frank Flynn, Assistant Chief Mike Riordan, Human Resource Manager Michael Frantz, Accountant Robin Roberts, Attorney Mark Leach, Administrative Assistant Terri Livers, Major David Joels, Fire Marshal Stephen DunLany, Captain Joe Bewley, Captain Lee Look, Captain Brendan Montgomery, Sergeant Bobby Agnew, Sergeant Chris Becker, Sergeant Louis Stoke, Firefighter Cody Burton, Firefighter Dominic Holly, Firefighter Jared Schlosnagle, Firefighter Cameron Marshall,

Chairman Tonini called the meeting to order at 4:03 PM.

The minutes for the February 9, 2023, meeting were approved by motion of Trustee Kathy Wrigley. Second by Trustee Mike Abell. Motion Carried.

Treasurer's Report

Accountant Robin Roberts referenced the Comments to Financials distributed with the board package. Approval of the February expenditures were motioned by Trustee Christine Kesler. Second by Trustee Mike Abell. Motion Carried. It was also noted that the district is now enrolled in the Positive Pay service with Stock Yards Bank, effective March 1, on the operating account.

Old Business

Architectural Plans: Station 1 Bunk Room – Plans have been developed and prepared for contract bidding. Costs should be available for board consideration at the April meeting, for possible inclusion in the FY 23/24 budget.

Vehicle Policy Manual – Trustee Kathy Wrigley distributed a policy manual for the board to review prior to the April meeting. With regard to vehicles, Trustee Chris Mooser asked if the district has a policy in place involving the use of unmarked command cars. Chief Nicholas Clark advised that he would develop a plan for the board to review.

In addition to the vehicle discussion, specific to take home cars and the benefit they may provide, Trustee Mooser mentioned the revolving four-day work week that is in place for some of the day staff personnel. Chief Clark did not know the origin of the four-day rotation but will research the history of it, and explained that he and at least two chief officers are always on the weekday schedule. A battalion chief is on duty 24/7.

New Business

Establish Election Committee for June 24 Election of Firefighter Trustee Election – Secretary Kathy Wrigley, Treasurer Nick Heilmann and Trustee Mike Abell volunteered to serve on the election committee.

Terms expiring June 30, 2023: FF Representative Nick Heilmann and Mayoral Appointed Christine Kesler. Trustee Heilmann will not be serving another term. Trustee Kesler is not opposed to reappointment. Chairman Tonini expressed his support of Christine's continued service, given her background as a CPA and oversight for the board.

Crew Awards Breakfast – Chief Nicholas Clark reported that the district has provided, with the assistance of Trustee Kathy Wrigley, Major Rick Baker, Major Tracy Jevning, and HR Manager Michael Frantz, an opportunity for all employees to attend a breakfast and awards recognition on March 8, 9, and 10. Chief Clark explained that there has not been an official awards ceremony for the last few years and the FY 22/23 budget did not allow for one this year.

Long Term Strategic Plan – Chief Nicholas Clark reported that he and others would be working with Trustee Christine Kesler to develop a long-term strategic plan. Trustee Kesler advised that the information to be gathered and assimilated will take at least six months to prepare.

2023 Kentucky General Assembly / Legislative Review – Chief David Howser provided a summary document of 22 bills that the Kentucky Fire Chiefs Association is following, in this short session. One of the filed bills that will have a negative impact on fire district (SPGE) revenue, would remove the vehicle tax assessment if passed.

By-Law Review – Attorney Mark Leach provided an electronic version of the by-law review to the board, that he recently conducted of the 2013 document. The board members were asked to submit any questions or recommendation to his attention, prior to the April meeting.

Fire & EMS Operation Report

New Quint – Delivery expected on Friday, March 10. Chairman Rick Tonini asked if there could be any discount in the delivery since the apparatus was driven to a recent fire school by the vendor.

CAD Update – The new CAD will be implemented between the hours of 0300 – 0600 on March 14. All of the suburban fire district unit numbers will be changed. Chief Nicholas Clark provided a short list of the new numbering system for St. Matthews FPD.

EMS Statistics – Assistant Chief Mike Riordan explained that there is an issue with ESO that limited access to our February response data. The upcoming CAD changes will likely impact the March data as well. Once the new CAD is functional, then efforts will continue with Louisville Metro to reduce the number of responses that St. Matthews continues to make well into the urban services district.

Executive Session

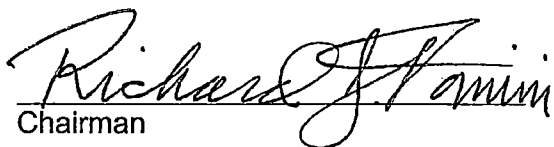
Chief Nicholas Clark requested an executive session for discussion of personnel matters. Motion of approval by Trustee Christine Kesler. Second by Treasurer Nick Heilmann. Motion Carried. The session began at 5:10 PM. Motion by Trustee Mike Abell to end the executive session at 5:41 PM. Second by Treasurer Nick Heilmann. Motion Carried. No decisions were rendered by the board during the executive session.

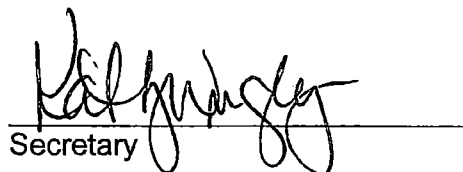
Adjournment

There being no further discussion to be brought forth, the meeting adjourned at 5:42 PM. Motion by Trustee Christine Kesler. Second by Trustee Mike Abell. Motion Carried.

The next meeting of the St. Matthews Fire Protection District Board of Trustees is scheduled for 4:00 PM on Thursday, April 13, 2023.

The next meeting of the Jefferson County Suburban Fire Service is scheduled for 10:00 AM on July 12, 2023, at Fern Creek # 5.


Chairman


Secretary

*Supporting documents as referenced may be obtained by contacting the
St. Matthews Fire Protection District.*